



**KING COUNTY**  
**ADMINISTRATIVE SPECIALIST II**  
**DEPARTMENT OF TRANSPORTATION**  
**ROAD SERVICES DIVISION**  
**MAINTENANCE SECTION**

**Hourly Rate Range: \$16.42 - \$20.81 (2006 Rates)**

**Job Announcement: 06SB6009**

**OPEN: 4/17/06      CLOSE: 4/28/06**

**WHO MAY APPLY:** This position is open to King County career service employees who are members of The International Brotherhood of Teamsters, Local 117, Administrative Support Bargaining Unit.

**WHERE TO APPLY:** Required forms and materials **must** be sent to: **Scott Bruns, 201 S Jackson St, MS KSC-TR-0313, Seattle, WA 98104** by 4:00 p.m. on the closing date. (Postmarks are NOT ACCEPTED.) ***PLEASE NOTE:*** Applications not received at the location specified above will not be processed.

**FORMS AND MATERIALS REQUIRED:** (A) **King County Application** (B) Resume (C) Cover Letter detailing your background and how it relates to this position (D) minimum of three (3) reference contacts of current and former supervisors (***NOTE: one supervisor must be current supervisor***).

**WORK LOCATION:** 155 Monroe Ave NE; Renton, WA 98056

**WORK SCHEDULE:** This full-time position is overtime eligible and may be mandatory. The normal workweek is 40hrs/week; Monday through Friday; 7:00 am – 3:30 pm. During April - September, the schedule changes to a 4/10 schedule; Monday through Thursday; 6:00 am – 4:30 pm.

**TESTING PROCEDURES:** Qualified applicants will be tested on OPAC. Those candidates receiving passing scores on the OPAC test will be invited for interviews and will have their references checked.

**PRIMARY JOB DUTIES INCLUDE:**

- Compile program, required information and entering into the database; constructing and generating complex reports and forms based on the information pulled from queries retrieved. Review and analyze information to make sure that it meets the needs of the various groups associated with each individual database before issuing requested reports.
- Provide assistance to multiple special operations planning units in the design, development and implementation of existing or new database information systems to address individual program needs. Specific role includes developing the criteria for the functionality of the database and to make sure that all aspects meet the requirements of each individual unit associated with the different databases in regard to format, information, and generated reports.

- Gathering, entering, and reporting and tracking the daily time of employees on a daily basis. Review compiled data for validity, correctness and completeness; independently correct any errors. Generate reports using excel spreadsheet application to identify employee hours and their associated project number, task code, unit measurement and project location.
- Independently review vendor slips, haul slips, dump slips, rock slips, etc. to ensure they are properly charged to the correct projects. Compile information related to interdepartmental daily cost tracking and process to identify daily labor, equipment and material costs for each project being tracked.
- Support other planning units by handling excess workloads, backfilling for employee absence and/or unit vacancies, within special ops and in remote maintenance pit sites as well. Provide assistance to co-workers and/or new administrative personnel regarding software/program applications, departmental policies and procedures, paperwork processing, preparation and distribution of correspondence, filing and data organization and management.
- Compose, draft, type, proofread and edit documentation and correspondence to both interdepartmental employees and the public sector including but not limited to e-mail responses, letters of justification, disciplinary documentation, work out of class requests, budget addendums, travel authorizations, group and individual training requests, etc. Identify priority and time-sensitive materials, correspondence and requests while maintaining strict confidentiality.

#### **REQUIRED QUALIFICATIONS - KNOWLEDGE, SKILLS AND ABILITIES:**

- Knowledge of general office policies, practices, and principles equivalent to one (1) year of full-time office experience performing comparable positions as listed above.
- Knowledge of the operation of standard office equipment that may include typewriter, personal computer, photocopier, fax machine, and multi-line telephone.
- Knowledge of proper English grammar, usage and spelling.
- Knowledge of action tracking on specific work assignments or other items related to work position.
- Knowledge of automated information system and computer technology principles and techniques.
- Proficient in the use of database and spreadsheet software applications (Access and Excel), and also including but not limited to all MS Office 2000 applications, email and internet.
- Strong oral and written communication skills.
- Organizational skills and strong attention to detail.
- Strong interpersonal and human relation skills.
- Strong customer service skills – in person and via telephone (discretion, patience, etiquette, and professionalism, toward the public and fellow employees.
- Skill in following oral and written instructions and following through on assignments.
- Skill in prioritizing and handling different tasks and workload and interruptions effectively.
- Ability to adapt to changes in workload demand.
- Ability to file alphabetically and numerically as well as enter data.

- Ability to work independently and in a team environment.

**UNION MEMBERSHIP:** Positions in this classification are represented by The International Brotherhood of Teamsters, Administrative Support Employees Local 117E.

**Class Code: 8387 SEQ No: 2086**